

TITLE 281, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 2  
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION  
RULES AND REGULATIONS CONCERNING ESTABLISHMENT  
~~OF A TWO YEAR OR FOUR YEAR~~ IN-STATE PRIVATE COLLEGE INSTITUTIONS

001      APPLICATION

This rule implements statutory authority for the Coordinating Commission for Postsecondary Education to approve or disapprove the establishment of a two- or four-year private college in the state of Nebraska, including private colleges or private postsecondary career schools which expand degree offerings to the baccalaureate or higher degree level. The rule does not apply to four-year private not-for-profit independent colleges in existence on September 1, 1999, that expand degree offerings to graduate or professional level degree programs after such date.

002      STATUTORY AUTHORITY

This rule is adopted pursuant to authority vested in the Coordinating Commission for Postsecondary Education in Chapter 85, Sections 1105-1110.01 and sections 1411, 1412, 1603, and 1620 Neb. Rev. Stat. §§ 85-1105 through 85-1110.01 and 85-1411, 85-1412, 85-1603, and 85-1620.

003      APPLICATION PROCEDURE

~~Individuals or organizations sponsoring the proposed college shall petition the Coordinating Commission for Postsecondary Education for authority to operate a two or four year private college.~~

~~003.01 Application Format. The application will be in the form as specified by the Commission for this purpose.~~

~~The applicant will provide all information requested as a part of the application procedure before the application will be reviewed by the Commission.~~

~~003.02 Application Fee. A non-refundable application fee for administrative costs is required. Re-submission of an application following~~

~~its withdrawal by individuals or organizations sponsoring a new private college requires an additional fee.~~

## 004 003      DEFINITIONS

~~004.01~~ 003.01 Commission shall mean the Coordinating Commission for Postsecondary Education.

~~004.02~~ 003.02 Private College shall mean a for-profit, regionally accredited institution, ~~or a~~ not-for-profit institution of postsecondary education not created by the Nebraska Legislature, or a regulated institution as defined in this rule, which offers degrees, diplomas, or certificates to students upon the successful completion of a prescribed course of study. Private colleges do not include private postsecondary career schools.

~~004.03~~ 003.03 ~~Two or Four-Year College shall mean a postsecondary institution offering courses of study leading to an associate, baccalaureate, graduate or professional level degree.~~ A two-year private college shall mean a private college that offers degree programs leading to associate degrees, but may include one-year diplomas and other certificates based on the award of college credit. ~~A four-year college offers degree programs which lead to baccalaureate, graduate or professional degrees, but may include associate degree programs, diplomas and other certificates based on the award of college credit.~~

~~Two year colleges do not include private postsecondary career schools, as defined in section 85-1603, offering certificates, diplomas or associate degrees based on courses of instruction designed for attainment of specific occupational objectives.~~

003.04 Four-year private college shall mean a private college that offers degree programs which lead to baccalaureate, graduate or professional degrees, but may include associate degree programs, diplomas and certificates based on the award of college credit.

~~004.04~~ 003.05 ~~Associate Degree Programs.~~ Associate degree programs shall mean degree programs which typically require completion of an organized program of study of at least ~~an~~ 60 semester credit hours or ~~an~~ the equivalent that can be shown to accomplish the same goals.

~~004.05~~ 003.06 ~~Baccalaureate Degree Programs.~~ Baccalaureate degree programs shall mean degree programs which typically require completion of an organized program of study of at least 120 semester credit hours or ~~an~~ the equivalent that can be shown to accomplish the same goals.

~~004.06~~ 003.07 ~~Graduate or Professional Degree Programs.~~ Graduate or professional degree programs shall mean the post-baccalaureate certificate, the graduate certificate, Masters' the master's degree, the Post-Master's post-master's certificate (specialist), the First Professional Degree first-professional degree, and the Doctoral Degree doctoral degree.

003.07A Post-baccalaureate or graduate certificate programs shall mean certificate programs beyond the baccalaureate degree but less than a master's degree which require completion of a cohesive group of graduate level courses, typically ranging from 18 to 21 semester credit hours or the equivalent.

~~004.006.04~~ 003.07B ~~Master's Degree Programs.~~ Master's degree programs shall mean degree programs which typically require completion of an organized program of study of at least 30 semester credit hours or the equivalent beyond the baccalaureate degree.

~~004.006.02~~ 003.07C ~~Post-Master's or Specialist Degree Programs.~~ ~~Post-Master's~~ Post-master's or ~~Specialist~~ specialist degree programs shall mean degree programs which typically require completion of an organized program of study of at least 24 semester credit hours or the equivalent beyond the ~~Master's~~

master's degree and typically include a research and writing project or component as a capstone to the degree.

~~004.06.03 003.07D~~ ~~First Professional Degree Programs.~~ First Professional First-professional degree programs shall mean degree programs which require completion of the academic requirements to begin practice in the profession, including but not limited to dentistry, medicine, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, chiropractic, law, theology and architecture, and which typically require completion of an organized program of study of at least 60 semester credit hours or the equivalent prior to entering the program and at least a total of 150 semester credit hours or the equivalent to complete the program, including prior college work plus the professional program itself.

~~004.06.04 003.07E~~ ~~Doctoral Degree Programs.~~ Doctoral degree programs shall mean the highest degree a student may earn for graduate study in a particular field. Doctoral degree programs typically require completion of an organized program of study of at least 90 semester credit hours or the equivalent beyond the baccalaureate degree or 60 semester credit hours or the equivalent beyond the master's degree and include a research and writing project or component as a capstone to the degree.

~~004.07 003.08~~ ~~Private Postsecondary Career School.~~ Private Postsecondary ~~career school~~; Career School shall mean ~~a for-profit~~ any organization or business enterprise, as defined under Neb. Rev. Stat. § 85-1603, that offers ~~a course of instruction~~ courses or subjects for which tuition is charged, and at the place of business of which a course of instruction is available through classroom instruction, home study, or both for the purpose of training, preparing, or improving the person for a ~~specific occupation, consistent with definitions in section 85-1603~~ an occupation even though the organization's or business enterprise's principal efforts may not be exclusively educational in nature.

003.09 Regulated Institutions shall mean schools or organizations offering education or instruction which are licensed and regulated by agencies of this state other than the Department, as defined in Neb. Rev. Stat. § 85-1604(7).

003.10 Regionally Accredited Institution shall mean an institution accredited by one of the six regional accreditors recognized by the United States Secretary of Education: the Commission on Higher Education of the Middle States Association of Colleges and Schools; the Commission on Institutions of Higher Education or the Commission on Technical and Career Institutions of the New England Association of Schools and Colleges; the Higher Learning Commission of the North Central Association of Colleges and Schools; the Northwest Commission on Colleges and Universities; the Commission on Colleges of the Southern Association of Colleges and Schools; the Accrediting Commission for Senior Colleges and Universities or the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

004.08 003.11 Department shall mean the Nebraska Department of Education.

004.09 003.12 Commissioner shall mean the Commissioner of Education.

#### 004

#### APPLICATION PROCEDURE TO ESTABLISH A NEW TWO-YEAR OR FOUR- YEAR PRIVATE COLLEGE

004.01 Individuals or organizations sponsoring a proposed institution shall petition the Coordinating Commission for Postsecondary Education for authority to establish a private college by completing the application form and paying the application fee.

004.02 Application Form. The application will be in a form as specified by the Commission for this purpose. A copy of the form is included in Appendix A. The applicant will provide all information requested as a part

of the application procedure before the application will be reviewed by the Commission.

004.03 Application Fee. A non-refundable application fee for administrative costs is required. Re-submission of an application following its withdrawal by individuals or organizations sponsoring a new private college requires an additional fee.

004.04 Review. Following the receipt of a complete application, the Commission will hold a public hearing and review the application pursuant to the criteria in Section 006 and approve or disapprove the authorization.

## 005

### APPLICATION PROCEDURE TO EXTEND PROGRAM OFFERINGS

005.01 Private Colleges. A private college must petition the Commission for authorization to extend its program offerings to the baccalaureate or higher degree level by completing the application form and paying the application fee.

005.01A Application Form. A private college must complete an application form prescribed by the Commission that will provide current information on the institution and a detailed description of the proposed degree program. A copy of the form is included in Appendix B.

005.01B Application Fee. A non-refundable application fee for administrative costs is required. Re-submission of an application following its withdrawal by the private college requires an additional fee.

005.01C Review. Following the receipt of a complete application, the Commission will hold a public hearing, review the application pursuant to the criteria in Section 006, and approve or disapprove the authorization.

005.02 Private Postsecondary Career Schools. No private postsecondary career school shall extend its program offerings to the baccalaureate or higher degree level or offer additional degrees at an approved level without the approval of the Commission.

005.02A Application form. The application will be in a form specified by the Commission for this purpose. A copy of the form is included in Appendix C.

005.02B Application Fee. A non-refundable application fee for administrative costs is required. Re-submission of an application following its withdrawal by the career school requires an additional fee.

005.02C Review of extension to a higher degree level. Following a public hearing, the Commission shall approve or disapprove the proposed degree program within 90 days after the receipt of a completed application. The review shall be pursuant to the criteria in Section 006. The Commission will report its determination to the Commissioner, specifying the programs for which the degree may be awarded.

005.02D Review of additional degrees at an approved level. When the career school requests authority to offer additional degrees at a degree level currently authorized by the Commission, the Commission shall approve or disapprove the proposed degree program within 90 days after the receipt of a completed application. The review shall be pursuant to the criteria in Section 006. The Commission will report its determination to the Commissioner, specifying the programs for which the degree may be awarded. Separate applications are required for each degree program.

005 006      APPLICATION REQUIREMENTS   CRITERIA FOR APPROVAL



~~The Commission will consider the following criteria~~

~~005.01~~ 006.01 Need Statement. The applicant shall include appropriate data and objective evidence to establish the need for such an institution.

~~005.02~~ 006.02 Role and Mission Statement. The role and mission of the proposed institution should be concisely expressed and appropriate to achieve the need established in 006.01.

~~005.03~~ 006.03 Proposed Instructional Program. The proposed instructional program shall be appropriate for the role and mission. Each proposed curriculum, and the courses to meet the requirements of the curriculum, shall be explicitly described. Courses shall be appropriate to achieve the objectives of the curriculum.

The applicant shall demonstrate that the instructional program is of sufficient depth, breadth and rigor. There shall be a reasonable relationship between the hours of instruction and credits awarded.

~~005.04~~ 006.04 Legal Form and Ownership. The applicant shall specify the ownership and legal organization of the institution (for-profit, 501.C.3 non-profit, corporation, partnership, etc.). The legal form organization of the proposed institution shall be acceptable in the state of Nebraska and suitable to the institution's role and mission.

~~005.05~~ 006.05 Personnel Qualifications. The qualifications and number of faculty which will be sought to meet the objectives of the proposed instructional program shall be clearly identified. The qualifications shall be appropriate to the role and mission of the institution and the proposed instructional program.

~~005.06~~ 006.06 Financial Soundness and Ability to Fulfill Commitments to Students. The institution must have a sound financial condition with resources available to meet the institution's financial obligations to provide adequate service to its students and prospective students, and for the use

and support of the institution. The Commission may require a review of financial statements by independent accountants acceptable to the Commission, with a report of findings provided directly to the Commission with payment of fee for said accountants by the institution.

~~005.07~~ 006.07 Student Qualifications. The admissions standards of the proposed institution shall be provided with the proposed procedures for implementing the standards. Said standards shall be appropriate to the role and mission of the institution.

~~005.08~~ 006.08 Institutional Location(s). The institution shall identify the specific location or locations (by street address) where the administrative offices and instructional programs will be offered.

~~005.09~~ 006.09 Facilities. The plan for providing adequate classroom, laboratory, library, student services, office and other space shall be appropriately detailed. The building(s) shall comply with local fire, building, health, ADA and safety requirements, and be adequate to accommodate the educational program(s) of the institution.

~~005.10~~ 006.10 The Quality of Instructional Equipment, Library and Support Services. The institution shall demonstrate that instructional equipment, library and learning resources are of an appropriate breadth, depth and quality to support the instructional program and meet the needs of students and faculty.

The institution shall demonstrate that support services for faculty and student services are adequate and appropriate to support the students and faculty.

~~005.11~~ 006.11 Accreditation. The institution shall certify it intends to seek appropriate accreditation from an accrediting body recognized by the United States Department of Education with the scope to accredit institutions offering degree programs at the highest degree level to be offered by the institution. If accreditation of the program to be offered in the state is commonly recognized as an essential indicator of program

quality and a valid predictor of student employment placement, then the institution shall also demonstrate that it shall seek such program accreditation.

~~005.12~~ 006.12 Additional Information. ~~The Commission may examine any aspects of the proposal deemed necessary to establish sufficient understanding to draw an appropriate conclusion with respect to any part of the proposal.~~ The institution shall comply with any reasonable request of the Commission for additional information ~~which that~~ the Commission deems necessary to ~~draw an appropriate conclusion~~ complete the application and review process.

~~006~~ 007      PUBLIC HEARING

Upon receipt and review of a complete application with supporting documentation, the Commission shall set a time and a place for a public hearing ~~thereon~~ and shall cause notice ~~thereof~~ to be published in one or more newspapers of general circulation, not less than thirty and not more than sixty days prior to the date set for the hearing. Such hearing shall be held as provided in ~~Chapter 84, Article 9 of the Reissued Revised Statutes of Nebraska~~ the Nebraska Administrative Procedure Act and 281 NAC Chapter 12. The applicant or a representative of the applicant shall be present during the public hearing and provide information as requested.

~~007~~ 008      COMMISSION ACTION

All contacts with the Commission will be made through the Executive Director or his/her designee. The Executive Director or his/her designee shall notify the applicant of the action by the Commission.

~~008~~ 009      REVIEW OF AUTHORIZATION

009.01 If authorized by the Commission, the authorization will be reviewed at the end of the second academic year. If the review ~~is favorable~~ shows the institution continues to meet the criteria under Section 006, authorization will be extended for five years upon which time the courses and degree programs will be reviewed again.

009.02 Authorization for a private postsecondary career school to offer a baccalaureate degree or higher shall continue as long as the school remains accredited by the Department.

009- 010      ANNUAL REPORT REPORTING REQUIREMENTS

010.01 Each approved institution shall provide an annual report in a form prescribed by the Commission until regional accreditation has been achieved, or a period of seven years, ~~as per section 008~~, whichever is longer.

010.02 Reasonable prior notification to the Commission is required when a private college or private postsecondary career school (a) changes its name; (b) changes the location where the approved courses or degree programs are offered; or (c) undergoes a change in ownership or business organization.

010 ——— APPLICATION INFORMATION

~~The Commission will adopt an application procedure describing the information which institutions shall submit to demonstrate compliance with the criteria prescribed in this rule.~~

011 ——— COMMISSION REVIEW OF ADDITIONAL BACCALAUREATE PROGRAMS AT PRIVATE POSTSECONDARY CAREER SCHOOLS.

~~A private postsecondary career school that (1) has received Commission approval to offer specific programs at the baccalaureate level pursuant to this rule, (2) has maintained accreditation by its accrediting agency, as described in 005.11 of this rule and (3) has maintained authorization to operate and accreditation by the Nebraska Department of Education as required in Chapter 85, Article 16, Nebraska Revised Statutes, may apply to the Nebraska Department of Education for authority to award additional baccalaureate degrees. The Department shall refer such degree applications to the Commission for its review and approval. The Commission shall make a determination, approving or disapproving such proposed program, based on the criteria in section 005 of this rule as such are applicable at the degree program level, within 90 days after the receipt of such referral. The determination shall set forth the specific program area and name of the baccalaureate program. The Commission shall report its determination to the Commissioner of Education for issuance of a certificate, setting forth the programs for which the baccalaureate degree may be awarded.~~

~~The Commission, in consultation with the Department, shall adopt an application procedure for additional baccalaureate programs to be offered by private postsecondary career schools, describing the information that institutions shall submit pursuant to this section. The Commission shall adopt a fee agreement with the Department for the administrative costs of conducting reviews pursuant to this section.~~

APPENDIX A: SAMPLE APPLICATION TO ESTABLISH A NEW TWO-YEAR OR  
FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA

STATE OF NEBRASKA  
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION TO ESTABLISH A NEW TWO-YEAR OR FOUR-YEAR PRIVATE COLLEGE IN  
NEBRASKA**

(Nebraska Administrative Code Title 281, Chapter 2)

**Date:** \_\_\_\_\_

**Name of Proposed Institution:** \_\_\_\_\_

**Name of Organization  
Submitting the Proposal:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address if different than above:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

APPENDIX A: SAMPLE APPLICATION TO ESTABLISH A NEW TWO-YEAR OR  
FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA

**1. Legal Status of Proposed Institution**

- a. ☐ Nonprofit (in section 1 of your application please provide documents of incorporation, and if available §501(c)(3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)
- b. ☐ For-profit (in section 1 of your application please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is business organization:

☐ Sole proprietorship ☐ Partnership ☐ Corporation ☐ Other \_\_\_\_\_

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years?

☐ yes ☐ no

**2. Need for the Institution**

In section 2, please provide appropriate data and evidence regarding the need for the institution in Nebraska. The information provided should address issues such as employment opportunities for graduates, the projected enrollments and the basis for the projections, and the availability of similar courses or programs from other institutions serving the area.

**3. Role and Mission**

In section 3, please provide a concise statement of the role and mission of the proposed institution, with particular reference to the needs identified in section 2.

APPENDIX A: SAMPLE APPLICATION TO ESTABLISH A NEW TWO-YEAR OR  
FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA

**4. Proposed Instructional Program**

In section 4, please provide a complete description of the degrees, certificates, and diplomas to be offered, the curriculum, and the courses which are designed to meet the requirements of the curriculum. The description should be explicit about the subject matter covered, the method of instruction, and the method of assessing student achievement. Provide evidence that the instruction will be of sufficient depth, breadth, and rigor to provide students with the opportunity to attain the knowledge, skills, and abilities expected of completers and to merit the award of the diploma, certificate, or degree. Provide evidence that there is a reasonable relationship between the hours of instruction and the credits awarded.

Provide a copy of the institutional catalog and reference the page numbers and sections particularly relevant to the proposed courses or program.

**5. Personnel Qualifications**

In section 5, please provide information about the qualifications and the number of faculty who will teach courses for the institution. Include a vita or resume for each faculty member who has been retained at the time of the submission of the application. For courses to be taught by distance learning technology, provide evidence that faculty are appropriately trained and/or experienced in distance learning technology instruction.

Provide resumes of all those who, at the time of application, constitute the administrative/governing board/ownership structures of the institution.



**APPENDIX A: SAMPLE APPLICATION TO ESTABLISH A NEW TWO-YEAR OR  
FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA**

**6. Financial Soundness and Ability to Fulfill Commitments to Students**

In section 6, please provide information to demonstrate the financial stability and financial capability of the institution to support the courses and programs to be offered in Nebraska. Provide the most recent financial statement and balance sheet. In addition, provide evidence of the following:

- a) Adequate budgeting, accounting, and auditing procedures which are consistent with the standards of the National Association of College and University Business Officers;
- b) Revenue and expense projections;
- c) Appropriate tuition and fee charges, refund policies, and financial capabilities to provide refunds through adequate revenues, credit, bonding, or insurance.

**7. Student Qualifications**

In section 7, please describe the admission standards and the procedures for implementing the standards. Explain the relevance of the standards to the role and mission of the institution and to the probability of completing successfully the course of studies.

**8. Facilities**

In section 8, please provide the street address for the location or locations where the instructional programs will be taught and where the administrative offices will be located. Include copies of leases or facility use agreements. Describe in detail the plan for providing adequate classroom, laboratory, library, student services, offices, and other space necessary for an effective educational institution. Provide independent third party evidence that the buildings meet fire, structure, ADA and relevant safety codes.

**9. Instructional Equipment, Library, and Support Services**

In section 9, please provide a thorough description of the instructional equipment and the library and learning resources that will be provided. Provide evidence that they are of appropriate quality to support the instructional programs and meet the needs of students and faculty. Include any written agreements with local libraries regarding shared resources and student access.

APPENDIX A: SAMPLE APPLICATION TO ESTABLISH A NEW TWO-YEAR OR  
FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA

**10. Accreditation**

In section 10, please provide evidence that the institution intends to seek appropriate accreditation from an accrediting organization recognized by the United States Department of Education. If accreditation of the programs to be offered in Nebraska is commonly recognized as an essential indicator of program quality and a valid predictor of student employment placement, then the institution shall also demonstrate that it plans to seek such program accreditation. Identify the accrediting agencies with which the institution plans to affiliate and describe any current relationships with the agencies.

**11. Other Information**

The applicant may provide any other information not requested above that is relevant to its application to establish a private college in Nebraska.

APPENDIX B: SAMPLE APPLICATION TO EXTEND PROGRAM OFFERINGS

STATE OF NEBRASKA  
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A PRIVATE COLLEGE TO EXTEND PROGRAM OFFERINGS**  
(Title 281, Nebraska Administrative Code, Chapter 2)

**Date:** \_\_\_\_\_

**Name of Institution:** \_\_\_\_\_

**Proposed New Degree or Program  
Offering:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address if different than above:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**APPENDIX B: SAMPLE APPLICATION TO EXTEND DEGREE OFFERINGS**

**1. Legal Status of Proposed Institution**

- a. ☐ Nonprofit (in section 1 of your application please provide documents of incorporation, and if available §501(c)(3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)
- c. ☐ For-profit (in section 1 of your application please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is business organization:

☐ Sole proprietorship ☐ Partnership ☐ Corporation ☐ Other \_\_\_\_\_

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years?

☐ yes ☐ no

**2. Need for the Degree**

In section 2, please provide appropriate data and evidence regarding the need for the proposed degree in Nebraska. The information provided should address issues such as employment opportunities for graduates, the projected enrollments and the basis for the projections, and the availability of similar courses or programs from other institutions serving the area.

**3. Role and Mission**

In section 3, please provide a concise statement of the role and mission of the institution, with particular reference to the needs identified in section 2.

APPENDIX B: SAMPLE APPLICATION TO EXTEND DEGREE OFFERINGS

**4. Proposed Instructional Program**

In section 4, please provide a complete description of the degrees, certificates, or diplomas to be offered, the curriculum, and the courses which are designed to meet the requirements of the curriculum. The description should be explicit about the subject matter covered, the method of instruction, and the method of assessing student achievement. Provide evidence that the instruction will be of sufficient depth, breadth, and rigor to provide students with the opportunity to attain the knowledge, skills, and abilities expected of completers and to merit the award of the diploma, certificate, or degree. Provide evidence that there is a reasonable relationship between the hours of instruction and the credits awarded.

Provide a copy of the institutional catalog and reference the page numbers and sections particularly relevant to the proposed courses or program.

**5. Personnel Qualifications**

In section 5, please provide information about the qualifications and the number of faculty who will teach courses for the institution. Include a vita or resume for each faculty member who has been retained at the time of the submission of the application. For courses to be taught by distance learning technology, provide evidence that faculty are appropriately trained and/or experienced in distance learning technology instruction.

**If there are no changes to the following subsection from the original application, check here and continue with the next section. ☐**

Provide resumes all those who, at the time of application constitute the administrative/governing board/ownership structures of the institution.

**APPENDIX B: SAMPLE APPLICATION TO EXTEND DEGREE OFFERINGS**

**6. Financial Soundness and Ability to Fulfill Commitments to Students**

In section 6, please provide information to demonstrate the financial stability and financial capability of the institution to support the courses and programs to be offered. Provide the most recent financial statement and balance sheet. In addition, provide evidence of the following:

- a) Revenue and expense projections;
- b) Appropriate tuition and fee charges, refund policies, and financial capabilities to provide refunds through adequate revenues, credit, bonding, or insurance;

**If there are no changes to the following subsection from the original application, check here and continue with the next section. ☐**

- c) Adequate budgeting, accounting, and auditing procedures which are consistent with the standards of the National Association of College and University Business Officers.

**7. Student Qualifications**

In section 7, please describe the admission standards for the proposed degree and the procedures for implementing the standards. Explain the relevance of the standards to the role and mission of the institution and to the probability of completing successfully the course of studies.

**8. Facilities**

**If there are no changes to this section from the original application, check here and continue with the next section. ☐**

In section 8, please provide the street address for the location or locations where the instructional programs will be taught and where the administrative offices will be located. Include copies of leases or facility use agreements. Describe in detail the plan for providing adequate classroom, laboratory, library, student services, offices, and other space necessary for an effective educational institution. Provide independent third party evidence that the buildings meet fire, structure, ADA and relevant safety codes.

**APPENDIX B: SAMPLE APPLICATION TO EXTEND DEGREE OFFERINGS**

**9. Instructional Equipment, Library, and Support Services**

In section 9, please provide a thorough description of the instructional equipment and the library and learning resources that will be provided.

Provide evidence that they are of appropriate quality to support the instructional programs and meet the needs of students and faculty. Include any written agreements with local libraries regarding shared resources and student access.

**10. Accreditation**

**If there are no changes to this section from the original application, check here and continue with the next section. ☐**

In section 10, please provide evidence that the institution intends to seek appropriate accreditation for the program from an accrediting organization recognized by the United States Department of Education. If accreditation of the program to be offered in Nebraska is commonly recognized as an essential indicator of program quality and a valid predictor of student employment placement, then the institution shall also demonstrate that it plans to seek such program accreditation. Identify the accrediting agencies with which the institution plans to affiliate and describe any current relationships with the agencies.

**11. Other Information**

The applicant may provide any other information not requested above that is relevant to its application to extend its program offerings.

**APPENDIX C: SAMPLE APPLICATION FOR PRIVATE POSTSECONDARY CAREER SCHOOLS TO EXTEND DEGREE OFFERINGS OR OFFER ADDITIONAL DEGREES**

<b>Nebraska Department of Education Coordinating Commission for Postsecondary Education</b>	<b>Private Postsecondary Career School and Veterans Education</b> 301 Centennial Mall South Lincoln, NE 68509-4987	Joint Application for New Baccalaureate Degree Program
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**Note:** This application must be submitted to the Department for approval prior to the start of each degree program. No such degree program shall be started before authorization.

**BASIC INFORMATION:**

<b>Name of Institution</b>	<b>Name of Contact Person</b>
<b>Location of Institution:</b> _____	
<i>City</i>	<i>State</i>
<i>Zip</i>	
<b>Mailing Address of Institution:</b> _____	
<i>(if different from above)</i>	
<i>City</i>	<i>State</i>
	<i>Zip</i>

  

<b>Telephone Number</b>	<b>Fax Number</b>	<b>Email</b>
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1. Program Title: \_\_\_\_\_
2. Degree:     ☐ BA           ☐ BS           ☐ BAS           ☐ BOS           | \_\_\_\_\_
3. Tuition:     \$ \_\_\_\_\_
4. Total Number of Credit Hours: \_\_\_\_\_
5. Total Number of Clock Hours: \_\_\_\_\_ ☐ Semester     ☐ Quarter     ☐ Term  
      *(If applicable)*
6. Proposed Start Date of Degree Program: \_\_\_\_\_
7. **Description of Proposed Degree Program:**     **PLEASE COMPLETE THE ATTACHED TABLE**
  - a) List the number of classroom lectures, laboratory, and/or externship clock hours and credit hours for each course, phase or module in the degree program, and attach a brief course description that includes the method of assessing student achievement for each class.
  - b) If the program is not to be delivered by traditional delivery, specify the delivery format.



**APPENDIX C: SAMPLE APPLICATION FOR PRIVATE POSTSECONDARY CAREER SCHOOLS TO EXTEND DEGREE OFFERINGS OR OFFER ADDITIONAL DEGREES**

8. Need and demand:  
Provide appropriate data and evidence regarding the need for the program. The information provided should address issues such as employment opportunities for graduates, the basis for the projected enrollments, the availability of similar courses or programs from other institutions serving the area.
9. Role and mission:  
Describe how the program fits the role and mission of the institution.
10. Facilities:  
Describe in detail the plan for providing adequate classroom, laboratory, library, and other space necessary for an effective program. (If the location is different from the primary campus, provide the street address where the instructional program will be taught. Include copies of leases or facility use agreements and provide independent third party evidence that the building meets fire, structure, ADA, and relevant safety codes.)
11. Library resources:  
Provide a description of library resources that will be available to those enrolled in the degree program and what new resources will be required. Provide evidence that the resources are of appropriate quality to support the program and meet the needs of students and faculty.
12. Accreditation:  
If professional accreditation of the program to be offered is commonly recognized as an essential indication of program quality and a valid predictor of student employment placement, then the institution shall demonstrate that it plans to seek such program accreditation.
13. Additional attachments to be sent with this application:
  - a) Copies of proposed catalog drafts.
  - b) List of equipment and instructional material required for the program.
  - c) Education and experience qualification form for all administrators and instructors teaching courses in this degree program.
  - d) Copies of all advertising and other promotional materials for this program.
  - e) Fee of \$200 (make check payable to Nebraska Department of Education).

APPENDIX C: SAMPLE APPLICATION FOR PRIVATE POSTSECONDARY CAREER  
SCHOOLS TO EXTEND DEGREE OFFERINGS OR OFFER ADDITIONAL DEGREES

**CERTIFICATION**  
**Authorization to Award a Baccalaureate Degree**

I certify that the information herein and attached hereto is correct and that this degree program has not been advertised or awarded to students.

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*Name of School Official*

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**Date**

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*Signature*

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*Title*

APPENDIX C: SAMPLE APPLICATION FOR PRIVATE POSTSECONDARY CAREER  
SCHOOLS TO EXTEND DEGREE OFFERINGS OR OFFER ADDITIONAL DEGREES

**DESCRIPTION OF PROPOSED DEGREE PROGRAM**

	<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>LECTURE CONTACT HOURS</b>	<b>LAB CONTACT HOURS</b>	<b>INTERN/ EXTERN CONTACT HOURS</b>	<b>TOTAL CREDIT HOURS</b>
<b>GENERAL ED. COURSES</b>						
<b>COURSES IN THE MAJOR</b>						
<b>COURSES IN THE MINOR (If applicable)</b>						
<b>RELATED/ELECTIVE COURSES</b>						
	<b>TOTAL</b>					